



Department
for Education

School capacity (SCAP) 2015

COLLECT Guide

May 2015

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COLLECT and secure access

Access to COLLECT is through the Department's [Secure Access System](#) (SA).

The screenshot shows the 'Secure access' login page for the Department for Education. At the top left is the Department for Education logo. Below it, the heading 'Secure access' is displayed. A link for 'Forgotten username or password?' is provided. There are input fields for 'Username' and a password (represented by dots). To the right of the password field is a checkbox for 'I agree to the terms of use' and a 'Sign in' button. A large blue banner contains the text 'Welcome to Secure access' and a paragraph explaining that the portal allows registered users access to the Department's systems, with access granted on an individual basis. A 'First time here?' link with a right arrow and the text 'Visit the Secure Access Help page' is also present. Below the banner is an 'Announcements' section.

If you are a new user and require access to COLLECT, you will need to contact your approver.

Full Secure Access guidance is published on the [Secure Access website](#)

Once successfully logged in, click on the COLLECT link to access COLLECT,

This screenshot shows a blue banner with the heading 'Welcome to Secure access'. Below the heading is a paragraph: 'Allowing registered users access to the Department for Education's systems. Access to systems are granted on an individual basis and therefore some systems may not be visible.' On the right side of the banner is a 'Need help?' link with a right arrow and the text 'Visit the Secure access help page'.

Your applications

COLLECT

Collections On-Line for Learning, Education, Children, and Teachers.

If you cannot see an application (system) that you believe you should have access to, or do not have the correct permissions within the application you are accessing, please contact the Secure Access Service Desk by completing our online service request form, by clicking [here](#)

Click on 'continue'

The screenshot shows the 'COLLECT Portal' 'Collect Welcome' page. The heading 'Welcome to COLLECT (Collections On-Line for Learning, Education, Children, and Teachers)' is followed by a paragraph explaining that COLLECT is the DfE Centralised Data Collection and Management System for Education. Below this is a section for 'SPRING 2013 Data Collections' with a paragraph about the Spring School Census, PRU Census, AP Census, Early Years Census, SEN2, and the Independent School Level Census. On the right side of the page is a button labeled 'PROCEED INTO COLLECT' with a 'Continue...' link below it. Below this is a section for 'Code of conduct' with a 'Show Code of Conduct Text...' link.

Select the collection by clicking on the collection name to highlight it (if there is only one it will be automatically highlighted) and then click on the 'Select Data Collection' button to open it. If you cannot see the SCAP collection, please contact your approver.

Home Page

MY DATA COLLECTIONS

Data Collection	User Role	Organisation	Status	Due Date	Days Due
Key Stage 1 2015	Agent	Department for Education	Testing	31/07/2015 00:00:00	77
Key Stage 1 2015	Collector	Department for Education	Testing	31/07/2015 00:00:00	77
Key Stage 1 2015	Administrator	Department for Education	Testing/Live	31/07/2015 00:00:00	77
SCAP - Capacity 2015	Collector	Department for Education	Open	24/07/2015 00:00:00	70
SCAP - Capacity 2015	Source	Test Organisation 123	Open	24/07/2015 00:00:00	70
SCAP - Forecasts 2015	Source	Test Organisation 123	Open	25/07/2014 00:00:00	-294
SCAP - Forecasts 2015	Collector	Department for Education	Open	25/07/2014 00:00:00	-294
SchoolCensus 2014_Autumn	Agent	Department for Education	Familiarisation	02/10/2014 00:00:00	-225
SchoolCensus 2014_Autumn	Collector	Department for Education	Familiarisation	02/10/2014 00:00:00	-225
SchoolCensus 2014_Autumn	Administrator	Department for Education	Familiarisation/Live	02/10/2014 00:00:00	-225

Page 1 of 2

>

Select Data Collection

News

Welcome to COLLECT (Collections On-Line for Learning, Education, Children, and Teachers).
 COLLECT is the DfE Centralised Data Collection and Management System for Education.
 If you have any problems logging into COLLECT please contact the Helpdesk on 01325-392626 or e-mail:
 DSG.Helpdesk@education.gsi.gov.uk

Last Updated : 12th March 2012 @ 12:34

The source main Screen will be displayed.

MY DATA RETURN

The status of your data return : No_Data

Errors : 0

Queries : 0

OK Errors : 0

What can I do with My Data Return?

Upload Return from file...

Add Return on screen...

Open Return...

Submit Return...

Export to file...

Launch Reports...

Delete Return...

Press this button to Import a file into your data return

Press this button to Add a new return using a web form

Press this button to Open your data return

Press this button to Submit your completed data return

Press this button to Export your data return to a file

Press this button to Report on your data return

Press this button to Delete your data return

What is happening to My Data Return?

Data Return Submission

Date Submitted

Data Return Approval

Date Approved

Data Return Authorisation

Date Authorised

I need some help

For help while in the data collection pages, please use the link at the top of the pages.

The screen is divided into three main sections:

- Return status
- Return Management
- Return Progress

Return status

MY DATA RETURN

The status of your data return : No_Data

Errors : 0

Queries : 0

OK Errors : 0

This shows the current status of the return and a breakdown of the errors within it. All information is read only.

Return management

What can I do with My Data Return?	
Upload Return from file...	Press this button to Import a file into your data return
Add Return on screen...	Press this button to Add a new return using a web form
Open Return...	Press this button to Open your data return
Submit Return...	Press this button to Submit your completed data return
Export to file...	Press this button to Export your data return to a file
Launch Reports...	Press this button to Report on your data return
Delete Return...	Press this button to Delete your data return

This provides a set of functions that can be used to manage/progress the return. Those with bold text and highlighted borders are available. The availability of the functions is dictated by the status of the return. For example the 'delete return' will not be highlighted if no return has been uploaded.

Return progress

What is happening to My Data Return?		
Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted <input type="text"/>	Date Approved <input type="text"/>	Date Authorised <input type="text"/>

Shows the dates on which the return completed the three process milestones. This section is completed automatically as the return progresses through the workflow process.

Adding a return on screen

In order to view your pre-populated data you need to click on ‘Add Return on screen’

Source Page SCAP - Capacity 2015

MY DATA RETURN
The status of your data return :
Errors : Queries : OK Errors :
What can I do with My Data Return?

Upload Return from file...	Press this button to Import a file into your data return
Add Return on screen...	Press this button to Add a new return using a web form
Open Return...	Press this button to Open your data return
Submit Return...	Press this button to Submit your completed data return
Export to file...	Press this button to Export your data return to a file
Launch Reports...	Press this button to Report on your data return
Delete Return...	Press this button to Delete your data return

What is happening to My Data Return?

Data Return Submission Date Submitted <input type="text"/>	Data Return Approval Date Approved <input type="text"/>	Data Return Authorisation Date Authorised <input type="text"/>
--	---	--

I need some help

For help while in the data collection pages, please use the link at the top of the pages.

For further help please contact the help desk on 01325 392626 and select Option 1, or dsg.helpdesk@education.gsi.gov.uk

The following screen will be displayed; please click on the ‘Save’ button, to start your return.

SchoolCapacity

Add new record ?

SchoolCapacity

- > Commentary
- > School
 - > Individual School Data
 - NewSchool

SchoolCapacity - Test Organisation 123

Return Level Errors	Errors		OK Errors	Return Level Notes
	E	Q		
0	0	0		

School Capacity - Capacity

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Collection	School Capacity	0	0	0		
DateTime	2015-05-15 12:18:16	0	0	0		
Year	2015	0	0	0		
LEA Number	xxx	0	0	0		

Capacity and Published Admission Numbers - all schools	View All
Capacity and Published Admission Numbers - new schools	View All
Commentary for LAs with pupil place planning pressures	View

To view your data, please click on the ‘View All’ button.

Add new record ?

Save

Cancel

SchoolCapacity - Test Organisation 123

		Errors		OK Errors	Return Level Notes
		E	Q		
Return Level Errors		0	0	0	
Data Errors					

School Capacity - Capacity

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Collection	School Capacity	0	0	0		
DateTime	2015-05-15 12:18:16	0	0	0		
Year	2015	0	0	0		
LEA Number	xxx	0	0	0		

Capacity and Published Admission Numbers - all schools	View All
Capacity and Published Admission Numbers - new schools	View All
Commentary for LAs with pupil place planning pressures	View

Updating net capacity and published admission numbers (PANs)

Once you have entered into the Individual School Data Screen, you should then check all data and update where necessary. To select a school in order to view the data and update the record click on the school name, this will highlight the selected school in **BLUE** then, click the **'Edit'** button.

Your highlighted schools record will then be displayed in a box at the bottom of the page as seen below. Enter the new figure into the box and click elsewhere on the screen to save the change. You can update as many records as needed without having to press the edit button each time. To return to the previous page, press the **'Drill Up'** button.

School - Individual School Data

[All Errors](#)
[All Notes](#)
[Add](#)
[View](#)
[Edit](#)
[Delete](#)
[Status](#)

SchoolCapacity

- > Commentary
- School
 - > Individual School Data
 - NewSchool

School - Individual School Data -

Estab	School Name	Capacity as at May 2014	Number on roll As At Jan 2014	Number on roll As At May 2014	NOR in excess of Capacity	School Closed	Capacity Changed	Number of year groups	School Type	E
xxx	Test School	240	240		0	False	True	6	18	0

[Drill Up](#)
[Error](#)

Net Capacity

INDIVIDUAL SCHOOL DATA

Data Item	Data Item Value	Errors		OK Errors	Notes	History
		E	Q			
Estab Error's		0	0	0		
Total Capacity (as at May 2015)	240	0	0	0		
Has this school opened or been expanded (by at least 1FE across every year group) since September 2010 and is still filling up (not yet operating to full capacity)?						
		0	0	0		
If YES, please select from the drop down menu the funding source/s that was used to fund the project						
Funding source used for new school/school expansion project		0	0	0		
Please provide the school's actual capacity in use at 1st May 2015		0	0	0		
Please enter the percentage of funding used from each source						
		0	0	0		
In which academic year did the school open or, if expanded, in which academic year was the expansion completed		0	0	0		
Primary phase capacity		0	0	0		
Secondary phase capacity		0	0	0		

Adding a new school

If there are any schools missing from the individual School Data screen you can add them in using the New Schools section of COLLECT.

Please click on the 'View All' link to go through into the New School section

SchoolCapacity

[Add new record ?](#)
[Save](#)
[Cancel](#)

SchoolCapacity

- > Commentary
- School
 - > Individual School Data
 - NewSchool

SchoolCapacity - Test Organisation 123

Return Level Errors	Errors		OK Errors	Return Level Notes
	E	Q		
Data Errors	0	0	0	

School Capacity - Capacity

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Collection	School Capacity	0	0	0		
DateTime	2015-05-15 12:18:16	0	0	0		
Year	2015	0	0	0		
LEA Number	xxx	0	0	0		

Capacity and Published Admission Numbers - all schools

Capacity and Published Admission Numbers - new schools

Commentary for LAs with pupil place planning pressures

[View All](#)

[View All](#)

[View](#)

Please click on the Add button at the top of the screen.

NewSchool

INFORMATION

No matching NewSchool records found

All Errors

All Notes

Add

View

Edit

Delete

Status

SchoolCapacity

Commentary

School

Individual School Data

NewSchool

NewSchool - Test Organisation 123

Drill Up

Error

All Notes

Estab	School Name	Governance	Capacity as at May 2014	NOR	NOR in Excess of Capacity	Urban/Rural Indicator	Planning Area Code
New School							
Date Item	Data Value	Errors		OK Errors	Notes	History	
		E	Q				
Estab		0	0	0			
School Name		0	0	0			
Governance		0	0	0			
School Phase		0	0	0			
Total Capacity (as at May 2015)		0	0	0			
Has this school opened or been expanded (by at least 1FE across every year group) since September 2010 and is still filling up (not yet operating to full capacity)?		0	0	0			
If YES, please select from the drop down menu the funding source that was used to fund the project							
Funding source used for new school/school expansion project		0	0	0			
Please provide the school's actual capacity in use at 1st May 2015		0	0	0			
Please enter the percentage of funding used from each source							
		0	0	0			
In which academic year did the school open or, if expanded, in which academic year was the expansion completed		0	0	0			

Please enter the data required for the school by editing the boxes and using the drop down menus. Once you have completed the data click on the **save** button at the top of the screen.

NewSchool

INFORMATION

No matching NewSchool records found

Add new record ?

Save

Cancel

SchoolCapacity

Commentary

School

Individual School Data

NewSchool

NewSchool - Test Organisation 123

Drill Up

Error

All Notes

Estab	School Name	Governance	Capacity as at May 2014	NOR	NOR in Excess of Capacity	Urban/Rural Indicator	Planning Area Code
New School							
Date Item	Data Value	Errors		OK Errors	Notes	History	
		E	Q				
Estab		0	0	0			
School Name		0	0	0			
Governance		0	0	0			
School Phase		0	0	0			
Total Capacity (as at May 2015)		0	0	0			
Has this school opened or been expanded (by at least 1FE across every year group) since September 2010 and is still filling up (not yet operating to full capacity)?		No	0	0	0		
If YES, please select from the drop down menu the funding source that was used to fund the project							
Funding source used for new school/school expansion project		0	0	0			
Please provide the school's actual capacity in use at 1st May 2015		0	0	0			
Please enter the percentage of funding used from each source							
		0	0	0			
In which academic year did the school open or, if expanded, in which academic year was the expansion completed		0	0	0			

Uploading the XML file

Note: Any new schools that the collection does not expect will be automatically inserted into the new schools screen

You can also upload a file into COLLECT to submit data to the department.

To upload your XML file, please select the '**Upload Return from File**' button from the Source main screen.

Source Page SCAP - Capacity 2015

MY DATA RETURN

The status of your data return :

Errors : Queries : OK Errors :

What can I do with My Data Return?

Upload Return from file...	Press this button to Import a file into your data return
Add Return on screen...	Press this button to Add a new return using a web form
Open Return...	Press this button to Open your data return
Submit Return...	Press this button to Submit your completed data return
Export to file...	Press this button to Export your data return to a file
Launch Reports...	Press this button to Report on your data return
Delete Return...	Press this button to Delete your data return

What is happening to My Data Return?

Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted <input type="text"/>	Date Approved <input type="text"/>	Date Authorised <input type="text"/>

I need some help

For help while in the data collection pages, please use the link at the top of the pages.

For further help please contact the help desk on 01325 392626 and select Option 1, or dsg.helpdesk@education.gsi.gov.uk

Use the browse button to locate the file on your computer. This will be suffixed with **.xml**

UPLOAD FILE SELECTION

This both uploads and validates your data and may take several minutes. Please allow sufficient time to complete.

Highlight the file name and click on **Open** to select the return. Then click on the '**Upload**' button to load the return.

A progress message will be displayed while the upload is taking place.

COLLECT Portal

Uploading

FILE UPLOAD PROGRESS ...

Data return upload in progress, please wait....

Loading raw return data

Once the upload has completed the source main page will be redisplayed and the return status section will have been updated to "Loaded_and_Validated" the total number of

errors and queries found in the return will be displayed. Additional function buttons will now be available in the Return Management section.

What can I do with My Data Return?

<input data-bbox="284 342 513 369" type="button" value="Upload Return from file..."/>	Press this button to Import a file into your data return
<input data-bbox="284 378 513 405" type="button" value="Add Return on screen..."/>	Press this button to Add a new return using a web form
<input data-bbox="284 414 513 441" type="button" value="Open Return..."/>	Press this button to Open your data return
<input data-bbox="284 450 513 477" type="button" value="Submit Return..."/>	Press this button to Submit your completed data return
<input data-bbox="284 486 513 512" type="button" value="Export to file..."/>	Press this button to Export your data return to a file
<input data-bbox="284 521 513 548" type="button" value="Launch Reports..."/>	Press this button to Report on your data return
<input data-bbox="284 557 513 584" type="button" value="Delete Return..."/>	Press this button to Delete your data return

Submitting your return

You need to press the **'Submit Return'** button to release the data to the department.

In order to submit your return, you must first return to your source page by pressing the **'Back to My COLLECT'** at the top of the page next to help, you will then see the screen below. You will notice that there are various other buttons available, you just need to press 'Submit' and you will see the status of your return change to 'submitted'

MY DATA RETURN

The status of your data return : Loaded_and_Validated

Errors : Queries : OK Errors :

What can I do with My Data Return?

<input data-bbox="263 1252 432 1279" type="button" value="Upload Return from file..."/>	Press this button to Import a file into your data return
<input data-bbox="263 1283 432 1310" type="button" value="Add Return on screen..."/>	Press this button to Add a new return using a web form
<input data-bbox="263 1314 432 1341" type="button" value="Open Return..."/>	Press this button to Open your data return
<input data-bbox="263 1346 432 1373" type="button" value="Submit Return..."/>	Press this button to Submit your completed data return
<input data-bbox="263 1377 432 1404" type="button" value="Export to file..."/>	Press this button to Export your data return to a file
<input data-bbox="263 1408 432 1435" type="button" value="Launch Reports..."/>	Press this button to Report on your data return
<input data-bbox="263 1440 432 1467" type="button" value="Delete Return..."/>	Press this button to Delete your data return

What is happening to My Data Return?

Data Return Submission Date Submitted <input type="text"/>	Data Return Approval Date Approved <input type="text"/>	Data Return Authorisation Date Authorised <input type="text"/>
--	---	--

I need some help

For help while in the data collection pages, please use the link at the top of the pages.

Launching reports

Please note any changes made to a return will not appear on the reports until the following day.

In order to gain a hard copy of your return, you can run a number of reports showing different aspects of the return. You must return to your source page to launch a report, you will see that the launch report button is still available after submitting your return.

What can I do with My Data Return?

Upload Return from file...
Add Return on screen...
Open Return...
Submit Return...
Export to file...
Launch Reports...
Delete Return...

Press this button to Import a file into your data return

Press this button to Add a new return using a web form

Press this button to Open your data return

Press this button to Submit your completed data return

Press this button to Export your data return to a file

Press this button to Report on your data return

Press this button to Delete your data return

You can select one of the reports from the drop down box and click '**Launch Report**' then on the next screen '**Launch Report**' again to confirm.

Report Launch

REPORT SELECTOR	
Reports	Report Description
LA Academy School	LA Academy School Report
LA Academy School	
LA Primary School	
LA Secondary School	
	Launch Report

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Your report will then be displayed. At this point you can export the report in to excel to save a copy, just select the format you wish to use from the drop down (please note that not all formats will produce the report in a readable format, the most useable format is excel) then click export.

COLLECT Portal

Report Parameter Selection

Launch Report

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LA Primary School Report

14 of 27 100% Find | Next

LA Primary School Report - This will display January figures until May figures

LA	Estab	School Name	NOR	As at Jan	As at May	C		District Code	PAN Reception as at Sept 2011	PAN Yr 1 as at Sept 2011	PAN Yr 2 as at Sept 2011	PAN Yr 3 as at Sept 2011
	XXXX	Test School		207				00EJ				
XXX	XXXX	Test School		277		350 N	Rural	00EJ				
XXX	XXXX	Test School		178		210 N	Urban	00EJ				
XXX	XXXX	Test School		253		385 N	Urban	00EJ				

XML file with report data
CSV (comma delimited)
Acrobat (PDF) file
MHTML (web archive)
Excel
TIFF file
Word

Extra functions of COLLECT

You can use 'View All' buttons in order to navigate through the return.

SchoolCapacity

All Errors All Notes Add View Edit Delete Status

SchoolCapacity - Test Organisation 123

		Errors		OK Errors	Return Level Notes
		E	Q		
Return Level Errors		0	0	0	
Data Errors		0	153	0	

School Capacity - Capacity

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Collection	School Capacity	0	0	0		
DateTime	2015-05-15 14:08:45	0	0	0		
Year	2015	0	0	0		
LEA Number	808	0	0	0		

Capacity and Published Admission Numbers - all schools
 Capacity and Published Admission Numbers - new schools
 Commentary for LAs with pupil place planning pressures

View All
 View All
 View

Notes

You can add notes to the return. If you put this in the return level notes, these notes will always remain against the return despite any re-uploads.

SchoolCapacity

All Errors All Notes Add View Edit Delete Status

SchoolCapacity - Test Organisation 123

		Errors		OK Errors	Return Level Notes
		E	Q		
Return Level Errors		0	0	0	
Data Errors		0	153	0	

School Capacity - Capacity

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Collection	School Capacity	0	0	0		
DateTime	2015-05-15 14:08:45	0	0	0		
Year	2015	0	0	0		
LEA Number	808	0	0	0		

Capacity and Published Admission Numbers - all schools
 Capacity and Published Admission Numbers - new schools
 Commentary for LAs with pupil place planning pressures

View All
 View All
 View

Drill up

In order to navigate throughout the return, screen by screen, you must use the 'Drill up' button highlighted below; this will allow you to move up one level within the return.

NewSchool

INFORMATION
No matching NewSchool records found

All Errors All Notes Add View Edit Delete Status

NewSchool - Test Organisation 123

Drill Up Error

Estab School Name Governance Capacity as at May 2015 NOR NOR in Excess of Capacity Urban/Rural Indicator Planning Area Code

New School

Date Item	Data Value	Errors		OK Errors	Notes	History
		E	Q			
Estab		0	0	0		
School Name		0	0	0		
Governance		0	0	0		
School Phase		0	0	0		
Total Capacity (as at May 2015)		0	0	0		
Has this school opened or been expanded (by at least 1FE across every year group) since September 2014 and is still filling up (not yet operating to full capacity)?						
		0	0	0		
If YES, please select from the drop down menu the funding source that was used to fund the project						
Funding source used for new school/school expansion project		0	0	0		
Please provide the school's actual capacity in use at 1st May 2015		0	0	0		
Please enter the percentage of funding used from each source		0	0	0		
In which academic year did the school open or, if expanded, in which academic year was the expansion completed?		0	0	0		

Errors and queries

You can gain further information on the **Errors and Queries** associated with the return by clicking on the '**All Errors**' button.

SchoolCapacity

All Errors All Notes Add View Edit Delete Status

SchoolCapacity - Test Organisation 123

Return Level Errors	Errors		OK Errors	Return Level Notes
	E	Q		
Data Errors	0	153	0	

Screen functionality

Before viewing the return it is useful to understand some of the basic controls and screen operations.

Don't use the browser buttons! When in the data collection, unpredictable behaviour may be experienced if you use the back/forward buttons on your web browser's toolbar.



Navigation through a return

To navigate through the system, links are provided on all pages either as **Back** or **Drill Up** options; please use these links to navigate between screens when using the system.

Control	Usually located	Action
Back to MyCollect Page	All screens within a return except the main page which shows Back to Home page	Returns you to the main page for your user role (Agent, Source etc)
Drill Up	Any data screen within a return apart from the header screen	Returns you to the previous data screen
Return	Report screens, e.g. History and errors	Returns you to the previous screen
Back	Notes screens	Returns you to the previous screen
View All	Data entry screens that have additional linked data, e.g. accesses contract details for a workforce member	Takes you to the sub module level details

Mode buttons

Those buttons determine which operation mode the data form on screen is in and which operations are available.



Dark grey text on sunken button with light border = Active Mode

Black text on button and highlighted border = Available Mode

Light grey text on button with light border = Unavailable Mode

Filter left hand menu

Please avoid using the left hand filter menu to navigate through the return as it does not always display sections of the return in the correct format.

SchoolCapacity

All Errors

All Notes

Add

View

Edit

Delete

Status

1

SchoolCapacity
 -> Commentary
 -> School [153]
 -> Individual School Data
 NewSchool

SchoolCapacity - Test Organisation 123

	Return Level Errors	Errors		OK Errors	Return Level Notes
		E	Q		
		0	0	0	
	Data Errors	0	153	0	

School Capacity - Capacity

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Collection	School Capacity	0	0	0		
DateTime	2015-05-15 14:08:45	0	0	0		
Year	2015	0	0	0		
LEA Number	808	0	0	0		

Capacity and Published Admission Numbers - all schools

[View All](#)

Capacity and Published Admission Numbers - new schools

[View All](#)

Commentary for LAs with pupil place planning pressures

[View](#)

Help

COLLECT access is now administered directly by Local authorities for their users. This includes registering for COLLECT, activating your account and giving you access to specific collections. Please get in touch with the approver in your Local authority who will be able to make sure that you have the appropriate access.

If you have any queries or have a change to your contact details please could you complete a [Service Request form](#) and select the option school capacity.



Department
for Education

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email psi@nationalarchives.gsi.gov.uk

write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

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